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15-Jun-2004 DOC_NBR: 1994STATE020951

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CHANNEL = n/a

RELEASED IN FULL

DATE = 1994/01/26 00:00:00

DOC_NBR = 1994STATE020951

FROM = STATE

LOCATOR = TEXT ON-LINE, ON MICROFILM

OFFICE = ORIGIN AF

REFERENCE = n/a

SUBJECT = OFFICIAL - INFORMAL: WORK REQUIREMENT STATEMENT NOW THAT
YOU'VE BEEN ON THE JOB AWHILE, WE NEED TO PREPARE YOUR WORK
REQUIREMENT STATEMENT. I HAVE D

TAGS = AMGT, RW

TO = KIGALI

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ORIGIN AF-01

INFO LOG-00 OASY-00 ADS-00 ONY-00 SSO-00 /001R

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DRAFTED BY: AF/C: KCAISTON
APPROVED BY: AF/C: AXRENDER
AF/C: RJFENDRICK

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R 262110Z JAN 94
FM SECSTATE WASHDC
TO AMEMBASSY KIGALI

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FOR AMBASSADOR RAWSON FROM AF/C K. AISTON

E.O. 12356: N/A

TAGS: AMGT RW

SUBJECT: OFFICIAL - INFORMAL: WORK REQUIREMENT STATEMENT

NOW THAT YOU'VE BEEN ON THE JOB AWHILE, WE NEED TO

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UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: CHARLES L DAVIS
DATE/CASE ID: 08 DEC 2004 200402105

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PREPARE YOUR WORK REQUIREMENT STATEMENT. I HAVE DRAFTED THE FOLLOWING PROPOSED STATEMENT, WHICH IS REALLY JUST A SLIGHTLY REVISED VERSION OF YOUR PREDECESSOR'S LAST WORK STATEMENT. PLEASE HAVE YOUR ADMIN PEOPLE UPDATE THE STAFFING INFO IN THE "POSITION DESCRIPTION" SECTION AND LET ME KNOW IF YOU HAVE ANY COMMENTS OR CHANGES YOU WANT ME TO MAKE.

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BEGIN TEXT

POSITION DESCRIPTION:

AMBASSADOR AT A SPECIAL EMBASSY PROGRAM POST WITH A DEPUTY CHIEF OF MISSION, 1 ECON/COMM OFFICER, 1 ADMINISTRATIVE OFFICER, 1 GENERAL SERVICES OFFICER, 1 USIS OFFICER, 10 AID OFFICERS, 1 AMERICAN SECRETARY AND 2 COMMUNICATORS. THERE ARE 2 AMERICAN PIT POSITIONS, AND A PEACE CORPS DIRECTOR WITH A SUSPENDED PROGRAM. THE POST HAS 28 FSNS AND 164 INDIVIDUAL HIRE EMPLOYEES, INCLUDING GUARDS.

CONTINUING RESPONSIBILITIES:

1. ENCOURAGE AND SUPPORT RWANDA'S DEMOCRATIZATION PROCESS.
2. ENCOURAGE SUSTAINED ECONOMIC DEVELOPMENT AND ECONOMIC REFORM IN RWANDA, IN COOPERATION WITH OTHER DONORS, AND ENCOURAGE BETTER DONOR COORDINATION.
3. ENCOURAGE GOR OFFICIALS TO HELP RESOLVE REGIONAL CONFLICT AND THE RELATED REFUGEE PROBLEM.
4. ENCOURAGE GOR FAMILY PLANNING ACTIVITIES IN AFRICA'S MOST DENSELY POPULATED COUNTRY.
5. CONTINUE TO ENCOURAGE THE GOR TO RESPECT THE RULE OF LAW AND TO PROTECT HUMAN RIGHTS.
6. ENCOURAGE RWANDA'S CONTINUED ATTENTION TO AND PROTECTION OF ITS ENVIRONMENTAL RESOURCES.
7. CONTINUE TO FACILITATE EDUCATIONAL AND CULTURAL EXCHANGE AND CULTIVATE OUR MILITARY RELATIONSHIP THROUGH

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THE IMET AND ACA PROGRAMS.

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8. REPORT ON LOCAL POLITICAL AND ECONOMIC DEVELOPMENTS WHICH AFFECT U.S. INTERESTS.
 9. ENSURE GOOD MANAGEMENT OF RESOURCES, PROGRAMS AND STAFF. IMPROVE INTERNAL CONTROL SYSTEMS AND MINIMIZE WASTE, FRAUD OR MISMANAGEMENT. MAINTAIN A STAFF WITH GOOD MORALE, LOYALTY AND EXPERTISE.
 10. AS A MANAGER AT A SPECIAL EMBASSY PROGRAM POST, FOCUS ON KEY GOALS.
 11. CLOSELY MONITOR SECURITY SITUATION AND EMERGENCY ACTION PLAN.

SPECIFIC OBJECTIVES:

1. ENCOURAGE/SUPPORT RAPID FORMATION AND SMOOTH FUNCTIONING OF BROAD-BASED TRANSITION GOVERNMENT AND FULL IMPLEMENTATION OF THE ARUSHA PEACE ACCORDS.
2. DURING RWANDA'S TERM ON THE UN SECURITY COUNCIL, ENCOURAGE RWANDA TO SUPPORT U.S. POSITIONS.
3. FACILITATE PLANNING BY THE GOVERNMENT AND DONORS FOR DEMOBILIZATION OF THE RWANDAN AND RPF ARMED FORCES.
4. FACILITATE DEMOCRACY SEMINARS WITH POLITICAL PARTIES, THE MILITARY, AND PRIVATE ASSOCIATIONS.
5. ENCOURAGE PLANNING FOR REFUGEE RETURN AND RESETTLEMENT.

END TEXT
CHRISTOPHER

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